MEMORANDUM

From: ONR International Field Office, Ocean, Atmosphere and Space
To: Recipients of Conference Support Program Funding (CSP)

Subj: REQUEST FOR CONFERENCE SUPPORT PROGRAM REPORTS

Encl: (1)   "Report File" format guidance
Encl: (2)   "Report File" formatted contents guide

1. These short conference reports are due at ONRIFO within 30 days of the completion of the conference. Conference proceedings, if being published / bound should be forwarded when they become available. Everyone who received funding from us is required to submit the short report described below. Guidance for the Conference Report is provided in the following enclosures.

2. ONRIFO will publish your report on the ONR Web site and likely archive it onto CD-ROM. Format guidance for the presentation-ready "Report File" is included in enclosure (1) with content guidance and an example in enclosure (2). To provide for a high degree of uniformity in content, quality, and appearance on Web and CD-ROMs, your close adherence to the guidance is needed. To enhance the information contained for our wide viewing audience, inclusion of a compelling figure is highly encouraged in each report.

3. All reports are to be submitted electronically. For those using MS WORD, a template is available to ease the formatting load. Download the file: "CSP Report Template.DOT"

4. Questions and completed reports should be addressed to either:
Dr. Reg Beach rbeach@onrifo.navy.mil , Telephone +44 (0)207 514 4964 or
CDR Chris Butler (cbutler@onrifo.navy.mil , Telephone +44 (0)207 514 4948.

ENCLOSURE (1) "REPORT FILE" FORMAT GUIDANCE

1. FONT:
   - Times New Roman (or equivalent) typeface.
   - 12 point, except Report Title only: 14 point
   - Report Title: "Title Case" and **BOLD**
   - All Header information (title, author info): centered; all other text: left aligned (not justified).
   - Section Headings: "ALL CAPITALS" and **BOLD**.
   - Picture or graphic legends: ***Bold, italics, centered.*** (Preferably as part of the report text and not part of the picture/graphic for better readability, nor as 'floating text box' which leads to production alignment problems.

2. MARGINS:
   - 0.8 inches for TOP, LEFT, and RIGHT
   - 1.0 inch for BOTTOM

3. **WORD PROCESSORS** ("REPORTS FILE" only, use any of the following):
   - MS WORD 97 (.DOC) (or earlier version)
   - WordPerfect 8.0 (.WPD) (or earlier version)
   - RTF (.RTF)
   - Adobe Portable Document Format (.PDF).
   - Post Script (.PS) [NOTE: the PS option requires that you use a standard, commonly available postscript driver to create the PS or PRN file. PS files produced on systems using printers with unique printer drivers (system-printer specific) may not display or convert properly to PDF format on the CD-ROM PC development platforms. For these reasons, PS files are the LEAST recommended and are included as a "last resort".]

4. **GRAPHICS** (If you provide PDF files, "b" through "d" (below) are essentially overcome):

   a) You are encouraged to include figures in your reports. To preclude excessively large file sizes, and recognizing that the primary viewing method is via a computer monitor, the original graphics (before importing into word processing documents) should be at 300 dpi or less. Higher resolution graphics show NO BETTER on a monitor, and can increase the resultant file size dramatically.

   b) Center graphics vertically BETWEEN paragraphs and not adjacent to paragraphs. DO NOT select text flow around the graphic since unpredictable results frequently occur when we convert to PDF (a conversion software weakness).

   c) The preferred method is to "import/insert" graphics (typically via word processor 'menu' choices) into your report (this normally converts the graphic to a cross-platform viewable picture).

   d) DO NOT use MAC unique formats (such as PICT or TIFF (MAC)). These are incompatible with our PC CD-ROM development platforms. When 'embedding' a picture 'object' into the

document, the picture retains the format of the creating application and may not be viewable on, or printable from, all platforms. Common file formats of JPG (photo-like) and GIF (flat-color areas) generally embed nicely and are recommended. TIFF (PC) (as opposed to TIFF (MAC)) and WMF formats generally work well, also. If we encounter conversion problems, we may solicit original pictures, so please keep copies of them until the end of January.

e) DESELECT "Float over text" as a graphics option if you are using Word. This option frequently causes text-graphic alignment problems during conversion to PDF.

f) If you must embed EPS graphics, ensure the EPS was created using a widely common postscript printer driver since platform/printer unique drivers may create EPS files not readable on local PC development platforms (occasionally an EPS 'prints' from the original document well, but cannot be 'viewed' on the development monitor; which results in a non-viewable graphic in the converted PDF file format used on the CD-ROM). Also ensure the EPS saved a 'thumbnail view' with the EPS file or the graphic may not convert/display correctly on a monitor, the primary viewing method. If an EPS graphic is used in the report, a copy of the graphic(s) in native format accompanying the submission is suggested (use the same root file name as the report with a figure number added, such as: 32mydoc_fig1.gif. This will enable us to keep report file-graphic file relationships).

Conference Title {14PT Times New Roman (TNR), Bold, Title Case, Centered}

{one blank line}

Conference Dates {centered, Month spelled out}

Conference Location {centered, include City, [State], Country}

{one blank line}

Conference Organizer Name {centered, remainder of document 12PT TNR}

address *{centered}*

phone (xxx) xxx-xxx fax (xxx) xxx-xxx   email xxx@wherever edu *{centered}*

Award Number: *{centered, NOTE:-ONRIFO will provide this number to you}*

http://… address *{of the site(s) most closely related to this effort {centered}*

{one blank line}

{a second blank line}

{Remainder of text left aligned (not applicable to graphics)}

GOALS AND OBJECTIVES {BOLD, ALL CAPS}

{one blank line}

Briefly identify the top-level goals/focus of the conference. *{no paragraph indenting, use blank lines to separate paragraphs}*

{one blank line}

EXECUTIVE SUMMARY OF SCIENTIFIC / TECHNICAL RESULTS {BOLD, ALL CAPS}

{one blank line}

Describe meaningful technical results achieved and future directions to be taken, if any. Make the significance clear. Emphasize what was learned, not what was done. This should be a summary of significant results and conclusions.

{one blank line}

ONRIFO SPONSORED PARTICIPANTS {BOLD, ALL CAPS, delete table if none or sensitive}

{one blank line}

Summary of participants funded by ONRIFO.

Title / Name	Institution / Agency	Country

{one blank line}

SCIENTIFIC / STEERING AND ORGANIZING COMMITTEES {BOLD, ALL CAPS, delete tables if none}

{one blank line}

Scientific / Steering Committee Members.

Title / Name	Institution / Agency	Country

{one blank line}

Organizing Committee Members.

Title / Name	Institution / Agency	Country

{one blank line}

SPONSOR INFORMATION {BOLD, ALL CAPS}

{one blank line}

List of all conference sponsors.

Agency	Country
Office of Naval Research International Field Office	United States

{one blank line}

PROCEEDINGS {BOLD, ALL CAPS}

{one blank line}

If the proceedings are short in length, include here or attach electronic copy. Otherwise, include information / point of contact on how best to obtain a copy. Please mail books, volumes, CD-ROMS, etc., to ONRIFO.

{one blank line}

SCIENTIFIC PROGRAM {BOLD, ALL CAPS}

{one blank line}

Include final agenda, list of lectures, titles, authors, poster/exhibition sessions, or attach electronic copy.

{one blank line}

COUNTRIES REPRESENTED AND NUMBER OF PARTICIPANTS {BOLD, ALL CAPS}

{one blank line}

List of countries participating.

Country (total)	Number of Participants (total)

{one blank line}

LIST OF PARTICIPANTS AND CONTACT INFORMATION {BOLD, ALL CAPS}

{one blank line}

Include list of conference participants, and any available contact information (as available: institution / agency, address, phone, fax, e-mail), or attach electronic copy.